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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Personnel
THRU : Director of Training
FROM : Chief, Assessment and Evaluation Staff

DATE: 2 October 1957

SUBJECT: Fitness Report Revision

1. Attached are four copies of a proposed revision of the Fitness Report together with instruction sheets. The revision is submitted as a basis for discussion of your committee on this matter. Note that Part IA and IB of the last version of the committee have been consolidated and that Part II has been eliminated entirely.

2. My reasons for consolidating Parts IA and IB are as follows:

a. The only difference between the two parts is in the rating scales. Essentially the same information is required in both IA and IB with IB requiring the use of a more adequate rating scale.

b. So far as specific duties are concerned, there are at least three reasons for keeping the longer rating scale for all personnel.

(1) This section provides a main source of information concerning ability to perform very specific kinds of duties, hence it is the main source of information valuable for placement purposes. This kind of problem is common at all grade levels.

(2) Finer rating of highly specific duties is easier than over-all job performance. Part IA goes in the reverse direction and hence loses valuable information.

(3) Personnel of all grade levels are already familiar with the specific duty scale. It is well accepted and there seems no good reason for abandoning it at any grade level.

3. The intent to achieve simplicity, particularly in the report on lower grade employees, which motivated the split of the report into Forms IA and IB, can be better achieved, I believe, by a modification in the over-all job performance rating as shown on the attached proposal.

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4. My proposal for the elimination of Part II is reluctantly given. It is based on the premises that:

a. with a very simple report form it will be possible to enforce the reporting requirement on practically all cases of reassignment. If this is done, I believe better information for personnel actions will accumulate than is now provided by use of Part II on an annual basis without enforcing the requirement for reassignment reports.

b. the show, not show, issue involved in the two part form will continue to cause problems.

c. information concerning potential can be obtained at the time of career planning as you suggested early in the committee's work on the fitness report revision.

5. The spacing on the proposed form and the wording on the instruction sheet are obviously rough and not intended as polished products. They will, however, serve as the basis for discussion.

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Enclosures:

1. Four copies of proposed revision of Fitness Report
2. Four copies of Instruction Sheet for Fitness Report

cc: Director of Training (with enclosures)